
Arizona Department of Education

School District Employee Report *User Manual*

Last Updated: October 11, 2001

Published by Arizona Department of Education.

© 2001 Arizona Department of Education

All rights reserved. Printed in the United States of America. No part of this document may be reproduced or transmitted in any form or by any means without the prior written approval of the Arizona Department of Education.

Contents

Introduction	1
Welcome to the User Manual	1
Training Goals	1
User Manual	1
Employee Report Overview	1
New Features	2
SDER Website Overview	2
SDER Website Access	3
SDER Menu Options	4
Exiting the SDER Website	4
File Drop Alternative	5
Adding & Maintaining Employee Data.....	6
Access Your School List	6
Refresh SDER Data	8
Access a School Employee List.....	9
Work With the Employee List.....	11
Scrolling Through Employees	11
Showing All Details	11
Searching the Employee List	13
Add New Employees	14
Adding a Certified Employee.....	14
Adding a Classified Employee.....	16
Work with Existing Employees	18
Editing An Employee	18
Changing All Salaries	19
Deleting an Employee	21
Undeleting an Employee.....	22
Transferring an Employee.....	23
Submitting Employee Data.....	25
Submit Data	25
Verify Submitted Data.....	27

Introduction

Welcome to the User Manual

Welcome to the Arizona Department of Education (ADE) School District Employee Report (SDER) user manual. This user manual has been developed by the ADE to provide instructions for everyone who maintains school district employee data.

If you have been using the standard SAIS file drop procedure for delivering other types of data to the ADE, you can use that procedure for your school district employee data, also.

For more information about this procedure, see *"File Drop Alternative"* on page 5.

Training Goals

This training manual is designed to provide you with the skills and knowledge you need to begin using the School District Employee Report (SDER) website. Specifically, this manual:

- Provides you with a general understanding of how the SDER website is designed to maintain your district's employee data.
- Explains how to use each of the website features for entering and maintaining employee data.
- Explains the procedure for submitting employee data to the ADE.

User Manual

The School District Employee Report User Manual is designed to guide you through the use of the SDER website. Within each chapter, you will find the following features:

- Screen captures provide examples of website pages.
- Step-by-step instructions take you through each procedure.
- Key points make sure that you don't overlook critical information.

At the end of the manual, a feedback page gives you a method for letting us know how we can improve this manual.

Employee Report Overview

Use the following general procedure to maintain School District Employee Report data for your district using the SDER website:

- Step 1:** Collect and prepare new employee data or changes to existing data for each school in your district.
- Step 2:** Access the SDER website from the ADE common logon.
- Step 3:** Enter all of the new employee data and make employee data changes for a school in your district.

SDER data is entered for one school at a time.

- Step 4:** Submit the updated employee data for a school to the ADE.
- Step 5:** Make sure your data was submitted without any errors.
- Step 6:** Repeat **Step 3** through **Step 5** for each school in your district.

This manual provides instructions for completing **Step 2** through **Step 6** in this procedure.

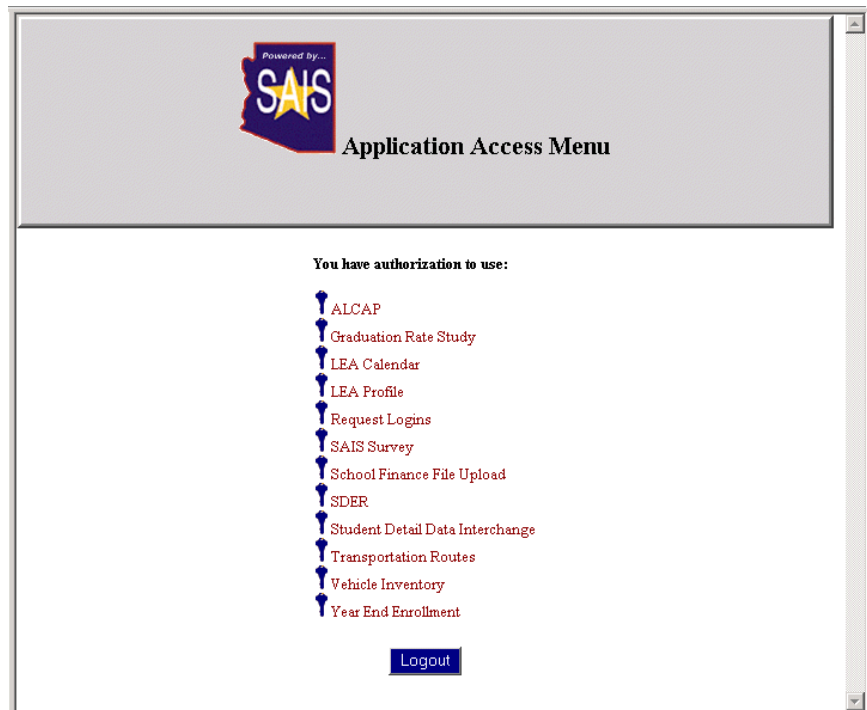
New Features

The School District Employee Report website has new features designed to make maintaining your employee data easier. The following features were added in October 2001.

Feature	Description	Page
Change All Salaries	Allows you to quickly and easily change salary information for employees at one school as a group.	19
Transfer Employees	Allows you to move existing employees from one school in your district to another.	23

SDER Website Overview

The School District Employee Report website is available on the SAIS Application Access menu.



Screen 1: The SAIS Application Access Menu showing the School District Employee Report website.

SDER Website Access

To access the School District Employee Report website:

Step 1: Use the ADE Common Logon page to display the SAIS Application Access Menu.

Step 2: Select SDER.

The website displays the School District Employee Report main menu page.



Screen 2: The School District Employee Report website main page.

The main page consists of the following components:

Name	Description	Location
SDER Menu	Provides access to all SDER functions.	Left side of page.
SAIS Options	Provides quick access to other SAIS applications and logout.	Left side of page below SDER menu options.
School District	Provides the school district name and the fiscal year.	Top of page.
Feedback or Questions	Allows you to ask questions or provide feedback about the SDER website.	Top of page.

After you display the main page, you have the following options:

From Here You Can ...

Click BACK	Return to the SAIS Application Access Menu.
Make a menu selection	Perform any School District Employee Report function.
For more information about these functions, see "SDER Menu Options" on page 4.	
Click MENU	Select a different application from the SAIS Application Access Menu.

From Here You Can ...

Click LOGOUT	Logout of the School District Employee Report website and leave the SAIS common logon area.
--------------	---

SDER Menu Options

The School District Employee Report menu provides access to all of the employee information and tools for your school district. The following table describes each of the menu options and identifies where they are explained in this manual.

Menu Option	Description	Page
ANNOUNCEMENTS	Provides access to information from the ADE about the School District Employee Report website.	N/A*
CHANGE FISCAL YEAR	The SDER data always defaults to the current fiscal year. This option will allow you to change the fiscal year from the current year to another year.	N/A*
LINKS	Provides access to additional resources that can assist you in collecting and reporting your SDER data. For example, this user manual will be available on this page.	N/A*
REPORTS	Provides access to SAIS Reports and Data.	N/A*
SHOW SCHOOLS	Provides access to add and maintain employee data for each school in your district.	6
SUBMISSION DETAILS	Provides the tools for submitting new and updated employee data for a completed school to the ADE.	25

** These options are not covered by this user manual.*

Exiting the SDER Website

At any time, you can leave the School District Employee Report website and return to the SAIS menu.

To leave the SDER website:

Step 1: Click MENU.

You leave the SDER website and return to the SAIS main menu.

Any changes you have made to employee data remain in the pending employee data and are not submitted to the ADE. For more information about submitting pending employee data, see "Submit Data" on page 25.

File Drop Alternative

The School District Employee Report website was created to assist school districts with maintaining employee data. However, if it is more convenient for you to use the standard SAIS file drop procedure, you may do that instead of using the SDER website.

- Complete instructions for the SAIS standard file drop procedure are included in the User Manual located at:
<http://www.ade.az.gov/districts/>
- File format characteristics are defined at:
<http://www.ade.az.gov/services/mis/filelayout/sais.asp>

Adding & Maintaining Employee Data

Access Your School List

When you access the School District Employee Report (SDER) website from the SAIS Application Access Menu, the website knows your district from your SAIS logon user ID. Your district name displays on the SDER main page.



Screen 3: *The School District Employee Report website main page showing the school district name.*


To display the list of schools for your district:

Step 1: Display the SDER main page.

If you need help displaying this page, see “*SDER Website Access*” on page 3.

Step 2: Click SHOW SCHOOLS.

The website displays the school list page for your district.



School District Employee Report

Ganado Unified District (010220000)--FY 2001

Click on an entity name below to enter data.
To refresh a school's information with data from a file upload click [here](#).

CTDS	School Name
01-02-20-000	Ganado Unified District
01-02-20-204	Ganado High School
01-02-20-102	Ganado Intermediate School
01-02-20-103	Ganado Middle School
01-02-20-101	Ganado Primary School

[Announcements](#)

[Change Fiscal Year](#)

[Links](#)


[Reports](#)

[Show Schools](#)

[Submission Details](#)

[Menu](#)

[Logout](#)

Powered By: 

[Feedback or Questions](#)

Screen 4: The school list page for the Ganado Unified District.

The school list page consists of the following components for each school:

Components	Description
CTDS	The school's CTDS number.
School name	The school name.

After you display the school list page, you have the following options:

From Here You Can ...	
Click on any school	Begin entering SDER data for the selected school.
Refresh the school's SDER data from a previous file upload	Incorporates the contents of a file upload so it can be maintained using the SDER website.
Click the browser BACK	Return to the SDER main menu.
Make a menu selection	Perform any SDER function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the SDER website and leave the SAIS common logon area.

Refresh SDER Data

If you have uploaded SDER data directly to the ADE using the file drop method, you can bring this data into the SDER website. Once it is available for the website, you can maintain this information.

To refresh the existing SDER website data with the contents of a previous SDER file drop:

Step 1: Display the school list for your district.

If you need help displaying this page, see "Access Your School List" on page 6.

School District Employee Report
Ganado Unified District (010220000)--FY 2001

Click on an entity name below to enter data.
To refresh a school's information with data from a file upload click [here](#).

CTDS	School Name
01-02-20-000	Ganado Unified District
01-02-20-204	Ganado High School
01-02-20-102	Ganado Intermediate School
01-02-20-103	Ganado Middle School
01-02-20-101	Ganado Primary School

Screen 5: An example of a schools list showing the refresh option in text above the list the schools.

Step 2: Click the refresh option above the list of schools.

SDER displays your school list with the refresh school data option.

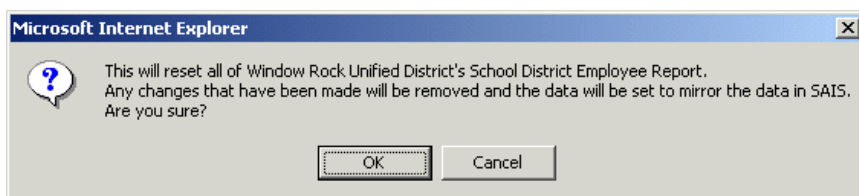
School District Employee Report
Ganado Unified District (010220000)--FY 2001

Press the reset button to refresh a school's data with what is on the SAIS Master Database. Any pending changes will be lost. If you have uploaded a file in the File/Upload section of the School Finance Web Site, the data will not be reflected here unless you reset the school's data using the buttons below.

CTDS	School Name	Action
01-02-20-000	Ganado Unified District	Reset School Data
01-02-20-204	Ganado High School	Reset School Data
01-02-20-102	Ganado Intermediate School	Reset School Data
01-02-20-103	Ganado Middle School	Reset School Data
01-02-20-101	Ganado Primary School	Reset School Data

Screen 6: The SDER employee list showing the first ten employees.

Step 3: Click RESET SCHOOL DATA for the school that has updated SDER data sent through the file drop procedure. SDER displays a warning message.



Screen 7: The reset warning message.

Step 4: Click OK.

SDER processing the reset and displays the school list page.

Access a School Employee List

You will enter or maintain employee data for one school at a time. You will enter all of the SDER data for a school before you submit the school's data to the ADE.

To access the SDER employee list for a school in your district:

Step 1: Display the school list for your district.

If you need help displaying this page, see "Access Your School List" on page 6.

Step 2: Click the desired school name.

The website displays the SDER employee list page for the selected school.

School District Employee Report
Ganado Unified District (010220000)—FY 2001

[Add Certified Employee](#)
[Add Classified Employee](#)
[Search Employee List](#)
[View Employee List](#)
[Change All Salaries](#)

Display Modify Employees per page.

Employee: 1-10 [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-76](#)

Employee Name	Employee ID	Action
AFFLECK BEN (Classified)	527-64-1692	Delete Edit Transfer
ANTHONY MARC (Classified)	585-78-1523	Delete Edit Transfer
BARRYMORE DREW (Certified)	585-68-4470	Delete Edit Transfer
BERRY HALLE (Classified)	585-68-8437	Delete Edit Transfer
BOND JAMES (Certified)	526-68-9854	Delete Edit Transfer
BROOKS MEL (Certified)	526-59-4117	Delete Edit Transfer
CARROLL LEWIS (Classified)	585-68-2931	Delete Edit Transfer
CHAN JACKIE (Certified)	585-88-9203	Delete Edit Transfer
DAMON MATT (Classified)	527-84-0631	Delete Edit Transfer
DIXON DONNA (Certified)	465-60-9494	Delete Edit Transfer

Employees: 1-10 [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-76](#)

Screen 8: The SDER employee list showing the first ten employees.

You can click on the employee number ranges below the names to quickly move to another page display without going through the pages one at a time.

The employee list page consists of the following components:

Components	Description
Employee Name	The first and last name of each employee.
Employee Type Identifier	The employee type (certified or classified) follows each employee name.
Employee ID	The employee social security number.
Actions *	Employee actions include: <ul style="list-style-type: none"> ■ Delete ■ Edit ■ Transfer
* Once an employee has been deleted, the delete action is replaced with undelete. For more information about this action, see "Undeleting an Employee" on page 22.	

After you display the school employee list page, you have the following options:

From Here You Can ...	
ADD CERTIFIED EMPLOYEE	Add a new certified employee. For more information, see "Adding a Certified Employee" on page 14.
ADD CLASSIFIED EMPLOYEES	Add a new classified employee. For more information, see "Adding a Classified Employee" on page 16.
SEARCH EMPLOYEE LIST	Search through the employee list for a specific employee. For more information, see "Searching the Employee List" on page 13.
CHANGE ALL SALARIES	Change the salaries of all employees from a group list. For more information, see "Changing All Salaries" on page 19.
SHOW ALL DETAILS	Display the employee list with employee details visible. For more information, see "Showing All Details" on page 11.
PRINT LIST	Print the employee list on a local printer.
DELETE EMPLOYEE	Delete the selected employee from the school employee list. For more information, see "Deleting an Employee" on page 21.
EDIT EMPLOYEE	Update employee information. For more information, see "Editing An Employee" on page 18.

From Here You Can ...

TRANSFER EMPLOYEE	Transfer the selected employee to a different school within the district. <hr/> For more information, see "Transferring an Employee" on page 23.
Click the browser BACK	Return to the school list.
Make a menu selection	Perform any SDER function. <hr/> For more information, see "SDER Menu Options" on page 4.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the SDER website and leave the SAIS common logon area.

Work With the Employee List

From the School District Employee Report (SDER) employee list page, you can perform the following tasks:

- Change the amount of detail displayed in the list.
- Print the employee list.
- Search for a specific employee.

Scrolling Through Employees

By default, the employee list page displays ten employees on each page. At the bottom of the page, there are links that allow you to jump forward in the list without having to go through the list one page (10 employees) at a time. Because employees are displayed in alphabetical order, this allows you to jump forward in the alphabet.

For example, if you want to jump immediately to the employees displayed as 61-70, you would click on those numbers displayed below the first ten employees.

You can change the number of employees that are displayed on a page at one time by typing a new number and clicking **MODIFY**.

While you are viewing the employee list, you can click on an employee name and view a summary of that employee's information.

Showing All Details

Normally, the employee list shows only the employee name and ID. However, you can modify the employee list to display many of the individual employee details. You can change the display to show employee details by clicking **SHOW ALL DETAILS**.

School District Employee Report

Ganado Unified District (010220000)--Ganado High School
(010220204)--FY 2001

[Feedback or Questions](#)

[Announcements](#)
[Change Fiscal Year](#)
[Links](#)
[Reports](#)
[Show Schools](#)
[Submission Details](#)

[Menu](#)
[Logout](#)

Powered By:

[Add Certified Employee](#)
[Add Classified Employee](#)
[Search Employee List](#)
[View Employee List](#)
[Change All Salaries](#)

Display [Modify](#) Employees per page: [Show All Details](#) [Print List](#)
 Employee: 1-4

Employee Name	Employee ID	Action
Forrest Gump (Classified)	392-93-9495	Delete Employee Edit Employee Transfer Employee

Employee Information	Position 1 Information	Position 2 Information
Name: Forrest Gump ID: 392-93-9495 Gender: Male Ethnicity: White (Not Hispanic) (W) New? Yes	Position: 17-Cashier FTE: 0.5	Position: - FTE:

Employee Information	Position 1 Information	Position 2 Information	Education and Salary
Name: Harrison Ford ID: 293-19-2837 Gender: Male Ethnicity: White (Not Hispanic) (W) New? Yes	Position: 102-Assistant Superintendent FTE M & O: 1 FTE Other:	Position: - FTE M & O: FTE Other:	Grade: Combination Education: ED, SPEC. Experience: 17 Salary: \$99,000.00 Benefits: 10%

Employee Information	Position 1 Information	Position 2 Information	Education and Salary
Name: Jessica Rabbit ID: 111-11-1111 Gender: Female Ethnicity: White (Not Hispanic) (W) New? Yes	Position: 103-Principal FTE M & O: 1 FTE Other:	Position: - FTE M & O: FTE Other:	Grade: Combination Education: ED, SPEC. Experience: 17 Salary: \$99,000.00 Benefits: 10%

Screen 9: The SDER employee list for a school showing employee details.

The specific details shown for each employee depends on the employee type.

Employee Data Element	Certified	Classified
Name	■	■
Make sure to type the last name then first name when adding a new employee.		
ID	■	■
Gender	■	■
Ethnicity	■	■
New *	■	■
Position 1 Title	■	■
Position 1 FTE		■
Position 1 FTE M&O	■	
Position 1 FTE Other	■	
Position 2 Title	■	■
Position 2 FTE		■
Position 2 FTE M&O	■	
Position 2 Other	■	
Grade	■	
Education	■	
Experience	■	

Employee Data Element	Certified	Classified
Salary	■	
Benefits	■	
* The New flag only appears on employees that have just been created and have not yet been transferred to the ADE.		

To change the display back to the summary display, click [VIEW EMPLOYEE LIST](#).

Searching the Employee List

You can search through the employee list to locate one or more employees. You can use any combination of the following criteria to identify employees.

Search Component	Description
Name	Type one or more letters of the employee last name. All names that begin with the typed letters are found.
Employee ID	Type all or part of a valid employee ID.
Ethnicity	Select an ethnicity from the drop down list.
Position	Select a position from the drop down list.
Position Type	Select a position type from the drop down list.

To search for one or more employees:

Step 1: Display the appropriate school employee list.

You can only search through one school at a time, and not the entire district.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Click [SEARCH EMPLOYEE LIST](#).

SDER displays the Search Employee List page.

Screen 10: An example of the Search Employee List page with search options.

Step 3: Use one or more of the search options to define your search.

Step 4: Click SEARCH.

SDER shows you a list of employees that match your search criteria.

Add New Employees

You can add new certified and new classified employees using the School District Employee Report (SDER) website. When you add a new employee, the new employee's information is added to a list of pending employee updates for this school. The new employee is not reported to the ADE until you submit the school employee data to the ADE.

For more information about submitting school employee data, see "Submit Data" on page 25.

Adding a Certified Employee

You can add a new certified employee for a school from the school's employee list page. You must provide all of the requested information about the new employee and up to two positions they hold in the school. In addition, SDER has the following information requirements.

Information

Employee ID

Salary

Requirements

When you add a new certified employee, SDER uses the employee ID to see if the employee's certificate is already on file. If you add a new employee whose certificate is not found, you receive a warning. You can still add the new employee even if a certificate is not found.

You cannot leave the salary blank. The salary you enter must also fit within the established salary ranges.

Information

Benefits

Requirements

You must provide a benefits percentage for each new teacher.

If you enter a new employee who doesn't meet these information requirements, SDER provides you with a warning message about what is missing or incorrect.

To add a new certified employee:

Step 1: Display the employee list page.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Click ADD CERTIFIED EMPLOYEE.

SDER displays the Add Certified Employee page.

The screenshot displays the 'School District Employee Report' interface. On the left is a navigation menu with links for Announcements, Change Fiscal Year, Links, Reports, Show Schools, and Submission Details, along with Menu and Logout buttons. The main content area is titled 'Ganado Unified District (010220000)--Ganado High School (010220204)--FY 2001'. It features a top navigation bar with 'Add Certified Employee', 'Add Classified Employee', 'Search Employee List', and 'View Employee List'. Below this is a warning message: 'No salary ranges were found for the fiscal year given! Add Certified Employee'. The 'Add Employee' button is visible. The form is divided into three main sections: 'Employee Information' (Name, ID, Gender, Ethnicity, New? checkbox), 'Position 1 Information' (Position dropdown, FTE M & O, FTE Other), and 'Position 2 Information' (Position dropdown, FTE M & O, FTE Other). At the bottom is the 'Education and Salary' section (Grade, Education dropdown, Experience, Salary, Benefits) and an 'Add Employee' button. A 'Powered by SAIS' logo is in the bottom left corner.

Screen 11 An example of the Add Certified Employee page.

Step 3: Complete each of the sections with the appropriate information for the new employee.

For more information about the information required to add a certified employee, see "Showing All Details" on page 11.

Step 4: Click ADD EMPLOYEE.

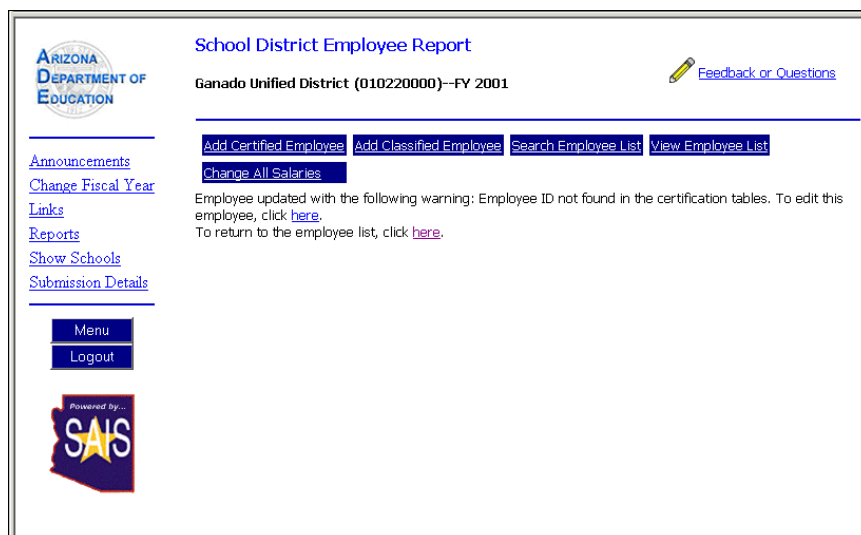
SDER checks the employee ID to see if a certificate is on file.

If this employee's certificate is on file, SDER displays the employee list. The new employee is added to the pending employee data for this school.

For more information about submitting school employee data to the ADE, see "Submit Data" on page 25.

OR

SDER displays the certificate not found warning message.



Screen 12: An example of warning message from adding a new certified employee whose certificate is not available for online lookup.

From Here You Can ...

Edit the new employee's data	Allows you to update any of the new employee's data, including the employee ID which is used to search for certification.
Return to the employee list	Allows you to display the employee list. The new employee has been added, even though you received this warning.
Click the browser BACK	Return to the SDER main menu.
Make a menu selection	Perform any SDER function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the SDER website and leave the SAIS common logon area.

Adding a Classified Employee

You can add a new classified employee for this school from the employee list page.

To add a new classified employee:

Step 1: Display the employee list page.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Click ADD CLASSIFIED EMPLOYEE.

SDER displays the Add Classified Employee page.

The screenshot shows the 'School District Employee Report' interface. At the top, it identifies the user as 'Ganado Unified District (010220000)--Ganado High School (010220204)--FY 2001'. A navigation bar includes links for 'Add Certified Employee', 'Add Classified Employee', 'Search Employee List', and 'View Employee List'. A sidebar on the left contains links for 'Announcements', 'Change Fiscal Year', 'Links', 'Reports', 'Show Schools', and 'Submission Details', along with 'Menu' and 'Logout' buttons. The main content area is titled 'Add Classified Employee' and features a form with three sections: 'Employee Information' (with fields for Name, ID, Gender, Ethnicity, and a 'New?' checkbox), 'Position 1 Information' (with fields for Position, FTE, and FTE Other), and 'Position 2 Information' (with similar fields). An 'Add Employee' button is located at the bottom of the form.

Screen 13 *The Add Classified Employee page.*

Step 3: Complete each of the sections with the appropriate information for the new employee.

For more information about the information required to add a classified employee, see "Showing All Details" on page 11.

Step 4: Click ADD EMPLOYEE.

SDER displays the employee list. The new employee is added to the pending employee data for this school

For more information about submitting school employee data to the ADE, see "*Submit Data*" on page 25.

Work with Existing Employees

The School District Employee Report (SDER) website allows you to perform the following tasks to maintain each school's employee data.

- Edit an existing employee's data.
- Change all employees' salary information.
- Delete an employee.
- Transfer an employee to another school in your district.

Any changes made to a school's employee data are added to the pending employee data for this school. The new employee is not reported to the ADE until you submit the school employee data to the ADE.

For more information about submitting school employee data, see "Submit Data" on page 25.

Editing An Employee

SDER allows you to maintain employee data. You can change any information about each employee.

To edit an existing employee's data:

Step 1: Display the employee list page.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Move through the list until the desired employee appears on the employee list page.

School District Employee Report
Ganado Unified District (010220000)---FY 2001

[Add Certified Employee](#) [Add Classified Employee](#) [Search Employee List](#) [View Employee List](#)
[Change All Salaries](#)

Display Modify Employees per page.
Employee: 1-10 [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-76](#)

Employee Name	Employee ID	Action
AFFLECK BEN (Classified)	527-64-1692	Delete Edit Transfer
ANTHONY MARC (Classified)	585-78-1523	Delete Edit Transfer
BARRYMORE DREW (Certified)	585-68-4470	Delete Edit Transfer
BERRY HALLE (Classified)	585-68-8437	Delete Edit Transfer
BOND JAMES (Certified)	526-68-9854	Delete Edit Transfer
BROOKS MEL (Certified)	526-59-4117	Delete Edit Transfer
CARROLL LEWIS (Classified)	585-68-2931	Delete Edit Transfer
CHAN JACKIE (Certified)	585-88-9203	Delete Edit Transfer
DAMON MATT (Classified)	527-84-0631	Delete Edit Transfer
DIXON DONNA (Certified)	465-60-9494	Delete Edit Transfer

Employees: 1-10 [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-76](#)

Screen 14: An example of the employee list page showing the **EDIT EMPLOYEE** option for each employee.

Step 3: Click EDIT EMPLOYEE.

SDER displays the employee data form for the employee position type (classified or certified) with the information for the selected employee.

Screen 15: An example of the edit page for a classified school employee.

Step 4: Update the appropriate employee information.

Step 5: Click SUBMIT CHANGES.

SDER displays the employee list. The updated employee information is added to the pending employee data for this school.

For more information about submitting school employee data to the ADE, see “*Submit Data*” on page 25.

Changing All Salaries

When you need to change the salary information for one certified employee, you will make the change to that employee’s data. However, if you need to change the salary information for many employees, SDER has a new feature that will allow you to make changes to several certified employee salaries at the same time.

When you change salary information, make sure to follow these rules:

- All teachers must have salary information. You will not be able to save your changes if any of the salary information is blank.
- All salaries must be within the salary range for that position based on an employee’s FTE. If you enter a salary that exceeds the range, you will receive a warning and can choose to override the warning.

To change the salary information for several certified employees at a school:

Step 1: Display the employee list page.

If you need help displaying this page, see “Access a School Employee List” on page 8.

Step 2: Click CHANGE ALL SALARIES.

SDER displays the Change All Salaries page. Certified employees are listed in alphabetical order with existing salary information visible.



The screenshot shows the 'School District Employee Report' interface. On the left is a navigation menu with links: Announcements, Change Fiscal Year, Links, Reports, Show Schools, Submission Details, Menu, and Logout. The main content area is titled 'School District Employee Report' and shows 'Ganado Unified District (010220000)--Ganado High School (010220204)--FY 2001'. There are buttons for 'Add Certified Employee', 'Add Classified Employee', 'Search Employee List', 'View Employee List', and 'Change All Salaries'. Below these is a table of employees with columns for Employee Name, Employee ID, Position, and Salary. The table lists four employees: Drew Barrymore, James Bond, Mel Brooks, and Jackie Chan. A 'Submit Changes' button is at the bottom of the table.

Employee Name	Employee ID	Position	Salary
Drew Barrymore	293-19-2837	Drame (Dance-Theater)	46525
James Bond	394-39-8543	Art	32900
Mel Brooks	396-29-1827	Science	32900
Jackie Chan	382-48-1975	Audiologist	54425

Screen 16: An example of the change all salaries page showing four certified employees.

Step 3: Move through the list until the first employee salary you want to change is visible.

Step 4: Type the new employee salary.

Step 5: Repeat **Step 3** through **Step 4** for each employee salary you want to change.

Step 6: Click SUBMIT CHANGES.

SDER verifies that the salary changes meet the requirements.

If there were no errors in your salary data, SDER adds the updated salary information to the pending employee data for this school.

For more information about submitting school employee data to the ADE, see "Submit Data" on page 25.

If there were errors in your salary data, SDER displays the salary warning page.

School District Employee Report
Ganado Unified District (010220000)--FY 2001

[Add Certified Employee](#) [Add Classified Employee](#) [Search Employee List](#) [View Employee List](#)
[Change All Salaries](#)

[Announcements](#)
[Change Fiscal Year](#)
[Links](#)
[Reports](#)
[Show Schools](#)
[Submission Details](#)

[Menu](#)
[Logout](#)

Powered by:

Input Warnings

The following messages are warnings only. To save the data to the database "As Is" check the box below and click on the "Submit Changes" button.

(F) Salary should be within the range of 12000 - 60000.
☐ Check here to override the warnings and click on "Submit Changes"

Employee: 1-1
[Submit Changes](#)

Employee Name	Employee ID	Position	Salary
Stallone Sylvester	382-93-8475	Business	(F) 65000

[Submit Changes](#)

Employee: 1-1

Screen 17: The salary warning page showing a salary that is outside of the salary range.

Step 7: Evaluate the warning message page. If you entered the correct salary even though it is outside of the range, check the override box and skip to **Step 9**.

Step 8: Type the correct salary for the teachers marked with the error code.

Step 9: Click SUBMIT CHANGES.

SDER completes the processing of the salary updates.

Deleting an Employee

When an employee leaves a school and the school district, SDER allows you to remove the employee's information.

If an employee leaves one school to go to another school in your district, you can use the transfer option to move the employee from one school to the other. For more information, see "Transferring an Employee" on page 23.

To delete an employee from a school's employee list:

Step 1: Display the employee list page.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Move through the list until the employee you want to delete appears on the employee list page.

Step 3: Click DELETE EMPLOYEE.

Step 4: SDER marks the employee to be deleted.

The employee will be deleted when you submit this school's pending employee data to the ADE. Until then, the employee will show up in this school's employee list.

ARIZONA
DEPARTMENT OF
EDUCATION

School District Employee Report

Ganado Unified District (010220000)--FY 2001

[Feedback or Questions](#)

[Announcements](#)

[Change Fiscal Year](#)

[Links](#)

[Reports](#)

[Show Schools](#)

[Submission Data](#)

[Add Certified Employee](#)

[Add Classified Employee](#)

[Search Employee List](#)

[View Employee List](#)

[Change All Salaries](#)

Display Modify Employees per page.

Employee: 1-4

Employee Name	Employee ID	Action		
Forrest Gump (Classified)	392-93-9495	Delete	Edit	Transfer
Harrison Ford (Certified)	293-19-2837	Delete	Edit	Transfer
Jessica Rabbit (Certified)	111-11-1111	Delete	Edit	Transfer
Tina Turner (Classified)	222-22-2222	Un-Delete	Edit	Transfer

Employees: 1-4

Menu

Logout

Powered by: SAIS

Screen 18: An example of an employee list showing one employee marked to be deleted when the data is submitted to the ADE.

You can undelete a deleted employee before you submit the school's data to the ADE. For more information, see "Undeleting an Employee" on page 22.

Undeleting an Employee

After you delete an employee and before you submit the school's pending changes to the ADE, you can choose to undelete the employee.

To undelete an employee that has been added to the pending changes before the changes have been submitted to the ADE:

Step 1: Display the employee list page.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Move through the list until the employee you want to undelete appears on the employee list page.

Deleted employees have the action "Un-Delete Employee."

ARIZONA
DEPARTMENT OF
EDUCATION

School District Employee Report

Ganado Unified District (010220000)--FY 2001

[Feedback or Questions](#)

[Announcements](#)

[Change Fiscal Year](#)

[Links](#)

[Reports](#)

[Show Schools](#)

[Submission Data](#)

[Add Certified Employee](#)

[Add Classified Employee](#)

[Search Employee List](#)

[View Employee List](#)

[Change All Salaries](#)

Display Modify Employees per page.

Employee: 1-4

Employee Name	Employee ID	Action		
Forrest Gump (Classified)	392-93-9495	Delete	Edit	Transfer
Harrison Ford (Certified)	293-19-2837	Delete	Edit	Transfer
Jessica Rabbit (Certified)	111-11-1111	Delete	Edit	Transfer
Tina Turner (Classified)	222-22-2222	Un-Delete	Edit	Transfer

Employees: 1-4

Menu

Logout

Powered by: SAIS

Screen 19: An example of a deleted employee (Tina Turner) that can be undeleted.

Step 3: Click UN-DELETE EMPLOYEE.

SDER undoes the employee delete. The employee will not be deleted when the employee data is submitted to the ADE.

Transferring an Employee

When an employee transfers from one school to another within your district, you can move the employee data from the current school to the new school.

To transfer an employee from one school to another:

Step 1: Display the employee list page.

If you need help displaying this page, see "Access a School Employee List" on page 8.

Step 2: Move through the list until the employee you want to transfer appears on the employee list page.

School District Employee Report
Ganado Unified District (010220000)---FY 2001

[Add Certified Employee](#) [Add Classified Employee](#) [Search Employee List](#) [View Employee List](#)
[Change All Salaries](#)

Display Modify Employees per page.
Employee: 1-10 [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-76](#)


Employee Name	Employee ID	Action
AFFLECK BEN (Classified)	527-64-1692	Delete Edit Transfer
ANTHONY MARC (Classified)	585-78-1523	Delete Edit Transfer
BARRYMORE DREW (Certified)	585-68-4470	Delete Edit Transfer
BERRY HALLE (Classified)	585-68-8437	Delete Edit Transfer
BOND JAMES (Certified)	526-68-9854	Delete Edit Transfer
BROOKS MEL (Certified)	526-59-4117	Delete Edit Transfer
CARROLL LEWIS (Classified)	585-68-2931	Delete Edit Transfer
CHAN JACKIE (Certified)	585-88-9203	Delete Edit Transfer
DAMON MATT (Classified)	527-84-0631	Delete Edit Transfer
DIXON DONNA (Certified)	465-60-9494	Delete Edit Transfer

Employees: 1-10 [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-76](#)

Screen 20: An example of an employee list.

Step 3: Click TRANSFER EMPLOYEE.

SDER displays the Employee Transfer page.




School District Employee Report

Ganado Unified District (010220000)--Ganado High School
(010220204)--FY 2001

[Feedback or Questions](#)

[Announcements](#)
[Change Fiscal Year](#)
[Links](#)
[Reports](#)
[Show Schools](#)
[Submission Details](#)

[Menu](#)
[Logout](#)



[Add Certified Employee](#)
[Add Classified Employee](#)
[Search Employee List](#)
[View Employee List](#)
[Change All Salaries](#)

Employee Name	Employee ID	Position 1
Drew Barrymore	293-19-2837	Teacher

Current Entity:
 New Entity:

[Submit Changes](#)

Screen 21: A example of a completed employee transfer page.

Step 4: Select the employee's new school from the drop down list.

Step 5: Click SUBMIT CHANGES.

SDER transfers the employee's data from their current school to their new school.

Submitting Employee Data

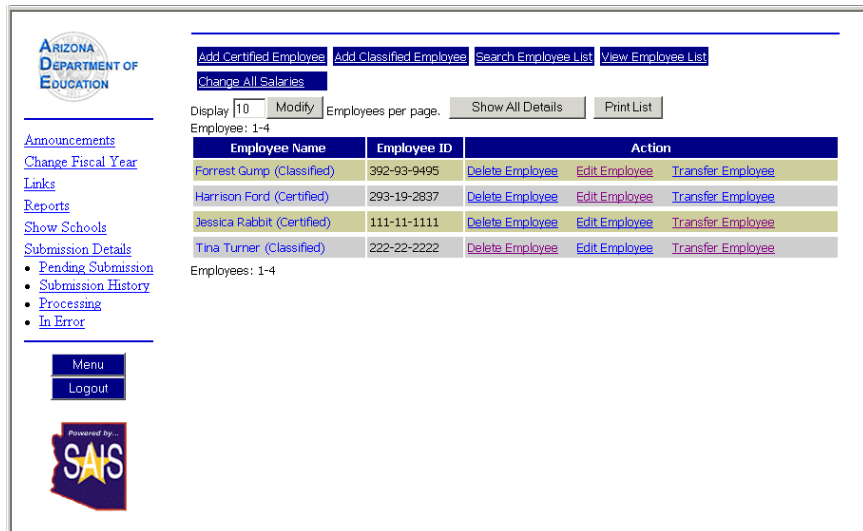
Submit Data

After you have made all of the changes to employee data for one school using the School District Employee Report (SDER) website, you can submit the information to the ADE.

To submit pending changes to employee data to the ADE:

Step 1: Click SUBMISSION DETAILS.

SDER displays the Submission Details menu options.




The screenshot shows the SDER website interface. On the left is a navigation menu with links: Announcements, Change Fiscal Year, Links, Reports, Show Schools, Submission Details (highlighted), Submission History, Processing, and In Error. Below the menu are buttons for Menu and Logout, and a logo for SAIS. The main content area has a header with links: Add Certified Employee, Add Classified Employee, Search Employee List, View Employee List, and Change All Salaries. Below this is a display settings section: Display 10 Employees per page, with buttons for Modify, Show All Details, and Print List. The main table lists employees with columns for Employee Name, Employee ID, and Action. The table contains four rows of employee data. Below the table, it says 'Employees: 1-4'.

Employee Name	Employee ID	Action
Forrest Gump (Classified)	392-93-9495	Delete Employee Edit Employee Transfer Employee
Harrison Ford (Certified)	293-19-2837	Delete Employee Edit Employee Transfer Employee
Jessica Rabbit (Certified)	111-11-1111	Delete Employee Edit Employee Transfer Employee
Tina Turner (Classified)	222-22-2222	Delete Employee Edit Employee Transfer Employee

Screen 22: An example employee list showing the Submission Details menu options.

Step 2: Click PENDING SUBMISSION.

SDER displays the Pending Submission page.



School District Employee Report

Ganado Unified District (010220000)--FY 2001


[Feedback or Questions](#)

Pending Submission

Submit?	School Name	CTDS	Transaction Type	Action
<input checked="" type="checkbox"/>	Ganado High School	01-02-20-204	Replace	<input type="button" value="Remove"/>

[Announcements](#)
[Change Fiscal Year](#)
[Links](#)
[Reports](#)
[Show Schools](#)
[Submission Details](#)


- [Pending Submission](#)
- [Submission History](#)
- [Processing](#)
- [In Error](#)



Screen 23: An example of the Pending Submission page showing one school with employee data changes.

This page displays each school with changed employee data that has not yet been submitted to the ADE.

- Step 3:** Make sure that the submit box is checked for each school that you want to submit updated employee data.
- Step 4:** Click SUBMIT CHANGES TO ADE.
- Step 5:** SDER begins preparing and submitting your updated employee data for the selected school(s) to the ADE.



School District Employee Report

Ganado Unified District (010220000)--FY 2001


[Feedback or Questions](#)

Processing

Submit?	School Name	CTDS	Transaction Type	Action
Processing	Ganado High School	01-02-20-204	Replace	


[Announcements](#)
[Change Fiscal Year](#)
[Links](#)
[Reports](#)
[Show Schools](#)
[Submission Details](#)

- [Pending Submission](#)
- [Submission History](#)
- [Processing](#)
- [In Error](#)



Screen 24: An example of the Processing page showing one school's employee data being sent to the ADE.

Once the processing is complete, the Processing page does not show any schools.



School District Employee Report

Ganado Unified District (010220000)--FY 2001

[Feedback or Questions](#)

Processing

Submit?	School Name	CTDS	Transaction Type	Action
No data was found!				

[Announcements](#)

[Change Fiscal Year](#)

[Links](#)

[Reports](#)


[Show Schools](#)

[Submission Details](#)

- [Pending Submission](#)
- [Submission History](#)
- [Processing](#)
- [In Error](#)

[Menu](#)

[Logout](#)

Powered by: 

Screen 25: The Processing page after school employee data has been successfully sent to the ADE.

Verify Submitted Data

After your school data has been successfully sent to the ADE, it is added to the School District Employee Report (SDER) submission history.


To view your SDER submission history:

Step 1: Open the Submission Details menu (if necessary).

For more information about this, see "Submit Data" on page25.

Step 2: Click SUBMISSION HISTORY.

SDER displays the Submission History page showing all SDER data you have submitted to the ADE.



School District Employee Report

Ganado Unified District (010220000)--FY 2001

[Feedback or Questions](#)

Submission History

Submit?	School Name	CTDS	Transaction Type	Action
Submitted 9/27/01 11:52:44 AM	Ganado High School	01-02-20-204	Replace	

[Announcements](#)

[Change Fiscal Year](#)

[Links](#)

[Reports](#)


[Show Schools](#)

[Submission Details](#)

- [Pending Submission](#)
- [Submission History](#)
- [Processing](#)
- [In Error](#)

[Menu](#)

[Logout](#)

Powered by: 

Screen 26: An example of a SDER Submission History page showing only one SDER submission for this school district.

Arizona Department of Education

***School District Employee Report Website
User Manual
Feedback Form***

Please help us to continually improve our service to you by letting us know how well this user manual met your needs.

- | | | |
|--|-----|----|
| 1. It was easy to download and print this user manual. | Yes | No |
|--|-----|----|
-

If NO, please explain your difficulties.

- | | | |
|--|-----|----|
| 2. This user manual contains accurate information. | Yes | No |
|--|-----|----|
-

If NO, please provide detailed feedback about what was incorrect, including the page number where the information was found.

- | | | |
|--------------------------------------|-----|----|
| 3. This user manual was easy to use. | Yes | No |
|--------------------------------------|-----|----|
-

If NO, please provide examples where you had difficulties using the manual, including the page numbers where you had problems.

- | | |
|--|--|
| 4. Please provide us with any other feedback about this user manual. | |
|--|--|
-

Thank you for taking the time to answer these questions.

Please mail your completed form to: Arizona Department of Education, 1535 W. Jefferson Street, ATTN: SDER, Phoenix, AZ 85007.